

## **SAMPLE CORRESPONDENCE**

MEMORANDUM FOR TRICARE PRIME REMOTE ACTIVE DUTY AIR FORCE  
ENROLLEES

FROM: 11th Medical Group/SGD  
238 Brookley Avenue  
Bolling AFB, DC 20332-0701

SUBJECT: Periodic Dental Examination

The enclosed Report on Individual Personnel indicates you require a periodic dental examination (Atch 1). AFI 47-101, Managing Air Force Dental Services, Chapter 6.5, requires active duty personnel to receive periodic dental examinations to ensure mission readiness and deployment capability.

For active duty members enrolled in the TRICARE Prime Remote (TPR) program (you live and work 50 or more miles from the closest military dental treatment facility in the 50 United States), HQ USAF/SGD implemented a directive allowing you to receive this examination from your civilian dentist. Please check with your unit to verify your eligibility in the TPR program prior to scheduling or receiving civilian dental care. Additionally, your unit can verify eligibility for some members less than 50 miles from a military dental treatment facility that are in "exception" areas which allow TPR enrollment. "Special Duty" personnel enrolled in the TPR program must receive approval from their Flight Surgeon Primary Care Manager prior to receiving medical or dental treatment (to include periodic dental examinations). Members currently using Veteran's Administration (VA) dental facilities may continue to receive VA care.

TPR enrollees receiving a civilian periodic dental examination and members utilizing VA dental facilities must have their dentist complete a DD Form 2813, Department of Defense Reserve Forces Dental Examination form (Atch 2). Although originally intended for reservists, this form is approved for active duty personnel. The completed DD Form 2813 must be received by the Bolling AFB Dental Squadron with 21 days of the date on this memorandum. Please send the completed form to SSgt Tom Cruise, 11<sup>th</sup> Medical Group/SGD, 238 Brookley Avenue, Bolling AFB, DC, 20332-0701. Forms may also be faxed to DSN 297-4091 or (202) 767-4091. SSgt Cruise may be reached at (202) 767-5626 or DSN 297-5626 should you have any questions or require further assistance.

Additionally, the DD Form 2813 and pertinent information are located on the TRICARE Prime Remote website at <http://www.tricare.osd.mil/remote> or on the Air Force dental website at <http://sg-www.satx.disa.mil/afdental/index.htm>. Your prompt attention to this matter is greatly appreciated.

THOMAS I. CRUISE, SSgt, USAF  
Dental Readiness Assurance Program Monitor

Attachments:

1. Report on Individual Personnel
2. DD Form 2813